



PUBLIC NOTICE
Special Meeting of the:
Honey Lake Valley Resource Conservation District
Attachments available 2/25/19 at www.honeylakevalleyrcd.org

Date: Thursday, February 28, 2019

Location: **USDA Service Center**
170 Russell Avenue, Suite C
Susanville, Ca. 96130
(530) 257-7271 x100

Time: **3:30 PM**

AGENDA

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

I. CALL TO ORDER. PLEDGE OF ALLEGIANCE. ROLL CALL

II. APPROVAL OF AGENDA

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

III. PUBLIC COMMENT

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS

- A. Approval of 1/31/19 special meeting minutes (attachment)
- B. Treasurer's Report (attachment)
- C. Correspondence (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

V. REPORTS

- A. District Manager Report (attachment) – Sims
- B. NRCS Agency Reports – Vacant
- C. Lassen SWAT – Sims/Tippin

- D. WAC Report – Langston
- E. Modoc Regional RCD/CARCD Report – Tippin
- F. Fire Safe Council Report – Johnson
- G. IRWMP Report – Claypool
- H. Unagendized reports by board members

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity.

VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

- A. Board self evaluation

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity

- B. Consideration and approval of amended Watermaster Dispute form (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community

- C. FYE 20 RCD/WM Budget – First reading (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity

- D. Strategic/Annual Operations Plan Review – First reading (attachment)

Tie to the Strategic Plan: Strategic Issue 1 – Build HLVRCD leadership & organizational capacity & 2 – Stay Relevant to the Conservation Needs of the Community

VII. RECESS OF RCD PORTION OF MEETING

VIII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION– WATERMASTER

- A. Consideration and approval of Lozano Smith invoice 2074900, 2074901, 2074902 totalling \$1,680.61 (attachment)

Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.

- A. Discussion regarding the retention or removal of the Watermaster Board reimbursement policy

Tie to the Strategic Plan: Strategic Issue 1.4 – Watermaster services are professionally provided.

IX. RECESS OF WATERMASTER PORTION OF MEETING

X. RECONVENE RCD PORTION OF MEETING

XI. ADJOURNMENT TO CLOSED SESSION

- A. Personnel – Certain personnel matters pursuant to Government Code Section 54957 – District Manager Ian Sims.

XII. RECONVENE IN OPEN SESSION

XIII. ADJOURNMENT

The next Honey Lake Valley RCD meeting will be **March 28, 2019, at 3:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

I certify that on Saturday, January 30, 2019 agendas were posted as required by Government Code Section 54956 and any other applicable law.

A handwritten signature in black ink, appearing to read "Ian Sims". The signature is fluid and cursive, with a large initial "I" and "S".

Ian Sims
District Manager



MEETING MINUTES
Special Meeting of the:
Honey Lake Valley Resource Conservation District
www.honeylakevalleyrcd.org

Date: Thursday, January 31, 2019

Location: USDA Service Center
170 Russell Avenue, Suite C
Susanville, Ca. 96130
(530) 257-7271 x100

Time: **3:30 PM**

AGENDA

NOTE: THE HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT MAY ADVISE ACTION ON ANY OF THE AGENDA ITEMS SHOWN BELOW.

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED ABOVE AT LEAST A DAY BEFORE THE MEETING.

I. CALL TO ORDER. PLEDGE OF ALLEGIANCE. ROLL CALL

Board Chair Jesse Claypool called the meeting to order at 3:38 pm, the pledge of allegiance was recited, and a quorum was noted. Board Member Laurie Tippin and Wayne Langston was absent.

II. APPROVAL OF AGENDA

Board Member Dave Schroeder made a motion to approve the agenda, Board Member William Johnson seconded, and the motion passed. All.

III. PUBLIC COMMENT

Per RCD Board Policy No. 5030.4.1, during this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the District. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter.

IV. CONSENT ITEMS

- A. Approval of 11/13/18 special meeting minutes
- B. Treasurer's Report
- C. Correspondence

Dave Schroeder made a motion to approve the consent items, Will Johnson seconded, and the motion passed. All.

V. REPORTS

A. District Manager Report (attachment) – Sims

(Please see December Agenda on HLVRCD website for full District Managers Report) - The Watermaster dispute form, tabled at last month's meeting, was not on this agenda due to the cancelled WAC meeting and will be on the February agenda.

B. NRCS Agency Reports – Vacant

C. Lassen SWAT – Sims/Tippin

D. WAC Report – Langston

E. Modoc Regional RCD/CARCD Report – Tippin

F. Fire Safe Council Report – Johnson

G. IRWMP Report – Claypool

H. Unagendized reports by board members

Claypool directed Sims to agendize the discussion of the Watermaster Board reimbursement policy at the next meeting. Johnson will discuss SIR's EPA 319 grant and LLTT sponsorship options at next meeting.

VI. ITEMS FOR BOARD ACTION AND/OR DISCUSSION – RCD

A. Annual Organizational Meeting (RCD 5010.5; PRC 9306 & 9307)

1. Election of officers (chairman, vice-chairman and secretary/treasurer).

Johnson motioned to retain all leadership positions from last year. Schroeder seconded, and motioned passed. All. Chairman-Claypool, Vice-Chairman-Tippin, Treasurer-Langston.

2. Appointment of Executive Secretary as board secretary.

Johnson motioned to retain Executive Secretary from last year. Schroeder seconded, and motioned passed. All. Executive Secretary-Sims

B. File Statement of Facts with the Secretary of State

Sims will complete and submit Statement of Facts to the Office of the Secretary of State.

C. Assignment of committees (SWAT, WAC, Modoc Regional RCD/CARCD, FireSafe Council, IRWM)

Schroeder motioned to retain all committee assignment positions from last year. Johnson seconded, and motioned passed. All.

D. Policy update/revisions (RCD 5010.1)

1. Place and time of meeting.

Schroeder made a motion to set the RCD meeting schedule to the 4th Thursday of the month, Johnson seconded, and motion passed. All.

E. Consideration and approval of Confluence Meadow Restoration Project, Negative Declaration (ND), Notice of Decision (NOD).

Schroeder made a motion to approve item VIE, Johnson seconded, and motion passed. All.

F. Consideration and approval of amending CEQA categorical exemption for the Lassen County Fire Safe Council, Inc. South Eagle Lake WUI Fuel Treatments project, phase 1.

Schroeder made a motion to approve item VIF, Johnson seconded, and motion passed. All.

G. FYE 19 Mid-year budget review

VII. RECESS OF RCD PORTION OF MEETING

VIII. ITEMS FOR BOARD ACTION AND/OR DISCUSSION- WATERMASTER

A. Consideration and approval of Lozano Smith invoice 2069740, 2069741, 2071466, 2071467 totaling \$7,253.02

Schroeder made a motion to approve item VIII A, Johnson seconded, and motion passed. All.

IX. RECESS OF WATERMASTER PORTION OF MEETING

X. RECONVENE RCD PORTION OF MEETING

XI. ADJOURNMENT TO CLOSED SESSION

A. Closed session conference with legal counsel pursuant to Government Code Section 54956.9(d)(1); Lassen County Superior Court Case Number 4573.

XII. RECONVENE IN OPEN SESSION

No Reportable Action.

XIII. ADJOURNMENT

Schroeder made a motion to adjourn the meeting, Johnson seconded, and the meeting was adjourned at 5:02 PM. All.

The next Honey Lake Valley RCD meeting will be **February 28, 2019, at 3:30 PM.** The location is the USDA Service Center, 170 Russell Avenue, Suite C, Susanville, CA.

Respectfully submitted,



Ian Sims
District Manager

APPROVED: _____
Jesse Claypool, RCD Board Chairperson

DATE: **February 28, 2019**

HONEY LAKE VALLEY RCD
SNC-LCWRP
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

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Business MMI

Account: XXXXXXXX6331

Account #	XXXXXXXX6331	Statement Dates	01-01-19 thru 01-31-19
Beginning Balance	26,408.13		
0 Deposits/Credits	0.00		
0 Checks/Debits	0.00		
Service Charge	0.00		
Interest Paid	2.24		
Ending Balance	26,410.37		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1-31	Int Pmt Sys-Gen	2.24

Interest Summary

Interest Earned	1/01/19 thru 1/31/19
Days in Statement Period	31
Interest Earned	2.24
Annual Percentage Yield Earned	.10%
Interest Paid this Year	2.24
Interest Withheld this Year	0.00

End of Statement

HONEY LAKE VALLEY RESOURCE
CONSERVATION DISTRICT
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

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Not for Profit Business Chkg

Account: XXXXXXXX2639

Account #	XXXXXXXX2639	Statement Dates	12-31-18 thru 01-30-19
Beginning Balance	51,209.08		
4 Deposits/Credits	21,076.56		
7 Checks/Debits	32,869.55		
Service Charge	0.00		
Interest Paid	0.00		
Ending Balance	39,416.09		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1-02	POS Pur 2581 Google *Gs Google *Gsuite_hone Cc@google.com CA	45.00 -
1-02	Rec POS 2581 Intuit *Qb Intuit *Qb Online 800-286-6800 CA	35.00 -
1-07	Rec POS 7410 Cts*Fronti Cts*Frontier Online 800-921-8101 Ct	73.98 -
1-10	Deposit	9,520.82
1-14	POS Pur 7410 Singleton Singleton Auman Pc 530-2571040 CA	340.00 -
1-14	POS Pur 7410 California California Associat 916-4577904 CA	513.90 -
1-16	Deposit	1,450.00
1-23	Cm Xfer To DDA XXXXXXXX4218	31,846.68 -
1-24	Cm Xfer Fr DDA XXXXXXXX4218	4,989.70
1-25	Cm Xfer Fr DDA XXXXXXXX4218	5,116.04
1-28	Rec POS 2581 Adobe *Acr Adobe *Acropro Subs 800-833-6687 CA	14.99 -

End of Statement

HONEY LAKE VALLEY RESOURCE
CONSERVATION DISTRICT
170 RUSSELL AVE STE C
SUSANVILLE CA 96130

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Not for Profit Business Chkg

Account: XXXXXXXX4218

Account #	XXXXXXXX4218	Statement Dates	12-31-18 thru 01-30-19
Beginning Balance	84,613.41		
2 Deposits/Credits	41,804.68		
8 Checks/Debits	41,503.27		
Service Charge	0.00		
Interest Paid	0.00		
Ending Balance	84,914.82		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1-08	Rec POS 2732 Uscell Rec Uscell Recurring Www.uscellula IL	58.21 -
1-08	Intuit Payroll S Quickbooks Honey Lake Valley Reso	5,809.72 -
1-10	Deposit	9,958.00
1-15	Employment Devel Edd Eftpmt Honey Lake Valley Reso	824.42 -
1-15	Irs Usatapytmt Honey Lake Valley Reso	3,899.68 -
1-23	Cm Xfer Fr DDA XXXXXXXX2639	31,846.68
1-23	Intuit Payroll S Quickbooks Honey Lake Valley Reso	5,809.72 -
1-24	Cm Xfer To DDA XXXXXXXX2639	4,989.70 -
1-25	Cm Xfer To DDA XXXXXXXX2639	5,116.04 -

Checks

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
1736	1-23	14,995.78						

* Indicates a Gap in Check Number Sequence

Continued on Next Page

HONEY LAKE VALLEY RESOURCE
CONSERVATION DISTRICT
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SUSANVILLE CA 96130

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Enroll today at TriCountiesBank.com/visa-checkout

Business PMMI

Account: XXXXXXXX5247

Account #	XXXXXXXX5247	Statement Dates	12-31-18 thru 01-30-19
Beginning Balance	33,831.22		
0 Deposits/Credits	0.00		
0 Checks/Debits	0.00		
Service Charge	0.00		
Interest Paid	2.87		
Ending Balance	33,834.09		

Transactions

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1-30	Int Pmt Sys-Gen	2.87

Interest Summary

Interest Earned	12/31/18 thru 1/30/19
Days in Statement Period	31
Interest Earned	2.87
Annual Percentage Yield Earned	.10%
Interest Paid this Year	2.87
Interest Withheld this Year	0.00

End of Statement



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 * F 916.231.4111

Maximizing Protection. Minimizing Risk. * www.sdrma.org

**Notification of Nominations – 2019 Election
SDRMA Board of Directors**

January 24, 2019

Mr. Jesse Claypool
Board Chairman
Honey Lake Valley Resource Conservation District
170 Russell Ave, Suite C
Susanville, California 96130-4271

Dear Mr. Claypool:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2019 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-10, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Three Director seats are up for election. The nomination filing deadline is Wednesday, May 1, 2019. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA not later than 4:30 p.m. Wednesday, August 21, 2019.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-10, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidate's Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidate's Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:

From the SDRMA homepage, scroll down and click on the "2019 Nomination & Election Information" box. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2020 and expire December 31, 2023.

Nomination Filing Deadline – Nomination documents must be received in SDRMA's office no later than 4:30 P.M. on Wednesday, May 1, 2019.

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2019 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority

Laura S. Gill
Chief Executive Officer

2019 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2019, marked the official commencement of the election process for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in 2019.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

___ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

___ **Attachment Two:** **SDRMA Board of Directors 2019 Nomination/Election Schedule:** Please review this document for important deadlines.

___ **Attachment Three:** **SDRMA Election Policy No. 2017-10:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

___ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

___ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS
FACT SHEET

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in either program.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2020 and end on December 31, 2023.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 1:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday.
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours .

“The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.”

SDRMA BOARD OF DIRECTORS
2019 NOMINATION/ELECTION SCHEDULE

2019 Nomination/Election Schedule



TASK TIMELINE
1/9 Board approves Election Schedule
1/24-25 Mail Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (111 actual days)
5/1 Deadline to return Nominations
5/2 Tentative Election Comm. Reviews Nominations
5/16-17 Mail Ballots at least 60 days prior to ballot receipt deadline (96 actual days)
8/21 Deadline to Receive Ballots
8/22 Tentative Election Comm. Counts Ballots
8/23 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/25 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/6-7 Directors' Elect Invited to SDRMA Board Meeting
1/2020 Newly Elected Directors Seated and Election of SDRMA Board Officers

MARCH						
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NOVEMBER						
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OCTOBER						
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SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2017-10



A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.



Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.



- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

**SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME]

AS A

CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]

NAYES: "

ABSTAIN: "

ABSENT: "

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT
OF
QUALIFICATIONS

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* _____
District/Agency _____
Work Address _____
Work Phone _____ Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

**What Board or committee experience do you have that would help you to be an effective Board Member?
(SDRMA or any other organization) (Response Required)**



**California Special
Districts Association**

Districts Stronger Together

DATE: February 15, 2019

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat B-Greg Orsini, GM, McKinleyville Community Services District*
Sierra Network Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District *
Bay Area Network Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District*
Central Network Seat B-Tim Ruiz, GM, West Niles Community Services District
Coastal Network Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District*
Southern Network Seat B-Bill Nelson, Director, Orange County Cemetery District
(* = Incumbent is running for re-election)

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by **April 17, 2019** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form and a Board resolution/minute action supporting the candidate
and Candidate Information Sheet by fax, mail, or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019



2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

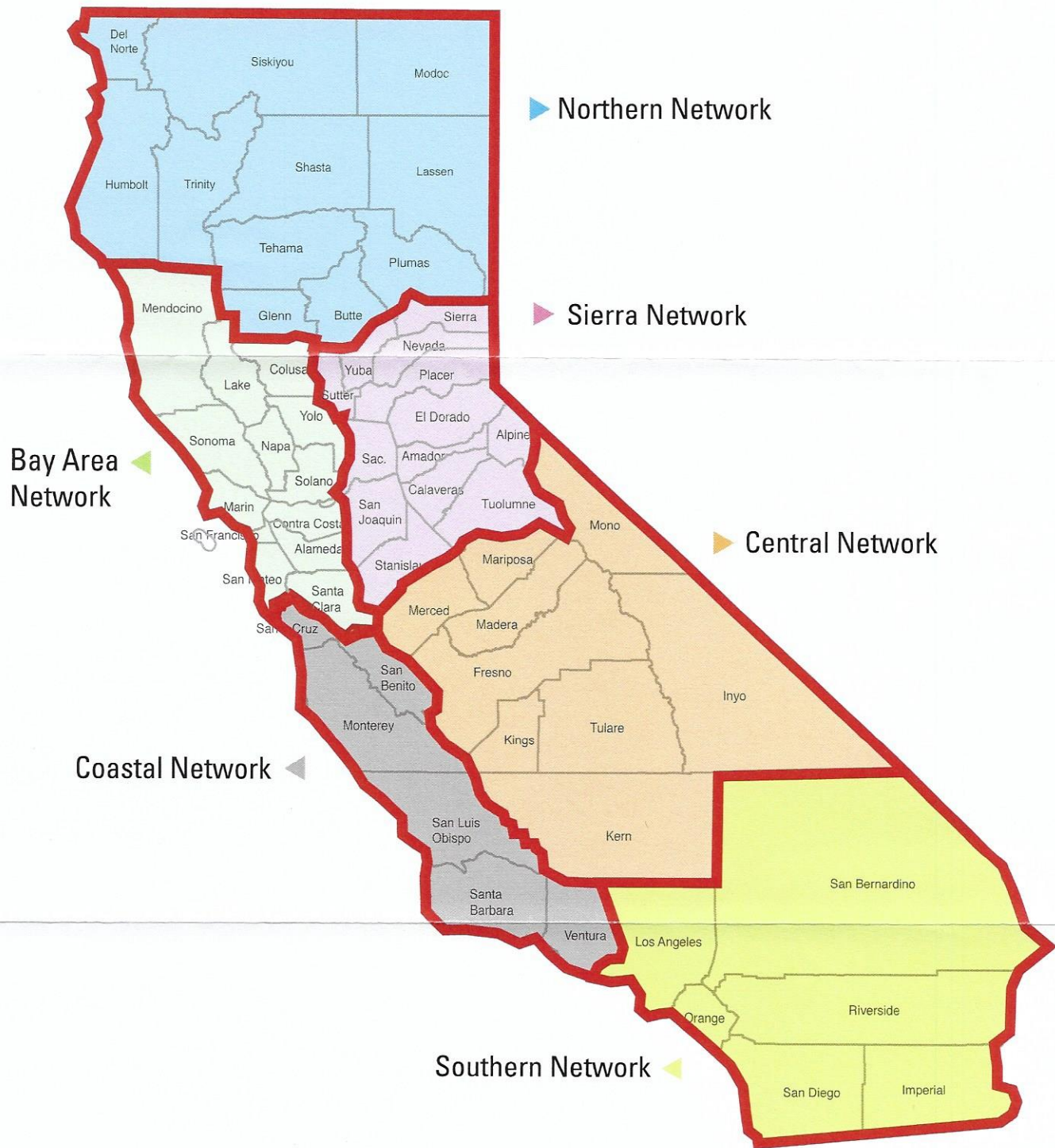
3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS



Honey Lake Valley RCD District Manager Report

Ian Sims – District Manager

February 28, 2019

RCD Administration:

- Larry Bain, CPA currently auditing FY18, securing a CPA to assist with reconciliation of all accounts
- Four meetings with local producers for CDFA grant
- Migrating website to Streamline platform to comply with all accessibility/transparency policies

Susan River Water Master Service

- WAC meeting on 2/14/2019
- Revised Watermaster dispute form discussed and approved pending RCD Board consideration and approval
- Irrigation Season starts March 1st

DWR: Lahontan Basin IRWM (DACI Grant)

- Working with Sierra Water Workgroup drafting area IRWM mapping service
- Lahontan Basin IRWM plan updated to Prop. 1 planning standards pending RWMG review and DWR submittal
- Submitted 4th invoice, pending payment for 3rd and 4th

DOC: RCD Accreditation Program

- Pending payment for 5th invoice
- 3rd budget amendment submitted to utilize remaining grant funds for Streamline website hosting

SWRCB: Storm Water Resource Planning Grant

- Successful project closeout achieved. Retainer to be issued in coming weeks. Project/Grant complete

SNC: Lassen Creek Watershed

- Conversations with Mark Shaffer and Casey Holt assisting with the procurement of an operator

CalRecycle: Farm and Ranch Solid Waste Cleanup and Abatement Grant

- Bertotti project officially awarded funding, \$50k
- Jason Munger project grant submitted, awaiting funding approval, \$100k

CDFA: Carbon Farming Technical Assistance Grant

- Currently working on drafting four project applications with possibility of more to come

Special Weed Action Team

- Meeting on 2/21/19
- Reviewed MOU, Strategic Plan, and discussed the SWAT's future
- BIA and BLM may have funding for SWAT partnership, more information to come.

Plans for Next Month:

- Continue work on open grants/agreements: SNC, DOC, CalRecycle, DACI, CDFA

**Honey Lake Valley
Resource Conservation District**

Water Rights Dispute/Complaint Form

It is the Policy of the Watermaster Board that every dispute results in the appropriate response consistent with the relative significance of each complaint to ensure the most efficient and effective use of available resources.

- 1. Have you attempted, to the best of your ability, to resolve this dispute/complaint with the Deputy Watermaster?

YES (please explain) _____

NO (please explain) _____

- 2. Have you contacted your Watermaster Advisory Committee (WAC) representative for assistance with resolving this dispute/complaint?

YES (please explain) _____

NO (please explain) _____

- 3. Have you previously submitted this complaint? If so, please indicate the date, the organization(s) or local government entity you contacted, including the HLV RCD and the outcome.

After taking the preceding steps you were unable to resolve your dispute/complaint, complete the second half of this form and return to the HLV RCD. Provide as much specific information as you can. Forms that are not filled out completely will be returned to the complainant.

Within five business days following the date a complete Water Rights Dispute/Complaint Form is received and reviewed, it will be: (1) Dismissed without further action and an explanation will be sent to the complainant via USPS return receipt, or (2) Forwarded to the WAC Board Chairperson to be considered by the WAC, at a public hearing, within ten business days from the date the complete Water Rights Dispute/Complaint Form was received. Refer to the HLV RCD **Susan River Watermaster Service Area Rules and Regulations** for more information about Water Right Disputes/Complaints.

Name: _____ Today's Date: _____

Address: _____

Phone Number: _____ E-mail: _____

Date dispute/complaint originated on: _____

Location dispute/complaint originated at: _____

4. Describe the action(s), omission, or decision that you are disputing/complaining about and by whom they were made (Deputy Watermaster, staff, another water user, etc.). _____

5. Provide the grounds or basis for this dispute/complaint. _____

6. Describe your suggested solution. _____

(Attach any supporting documents as needed)

Date Received: _____ Received By: _____ Action Taken: _____

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT
Fiscal Year July 1, 2019 to June 30, 2020

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2020	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40070 Grants & Contracts, Temp. Restricted -					
Total Budget \$778,218.80					
Prop 1 SNC #901		200,000.00			
Prop 1 IRWM DACI		250,000.00			
CDFA		66,000.00			
CalRecycle		200,000.00			
40180 Watermaster Fees		170,000.00			
Interst Income		60.00			
Donations		-			
		-			
TOTAL REVENUE	-	886,060.00	-		
EXPENSES					
66000 Payroll		190,000.00	190,000.00		
Health Benefits		10,000.00			
60420 Payroll Taxes		10,000.00	10,000.00		
67500 Travel		14,000.00	14,000.00		
60240 Office		5,000.00	5,000.00		
60160 Professional Fees, Restricted			-		
Prop 1 SNC #901		180,000.00	180,000.00		
Prop 1 IRWM DACI		16,500.00	16,500.00		
CDFA		-	-		
CalRecycle		186,000.00	186,000.00		
Legal/Accounting		40,000.00	40,000.00		
WM Engineering Services		4,500.00	4,500.00		
60145 Insurance		3,000.00	3,000.00		
60275 Postage & Delivery		400.00	400.00		
67000 Equipment Maintenance		6,000.00	6,000.00		
62000 Bank Fees		120.00	120.00		
Membership Dues		1,500.00	1,500.00		
Contingency Fund			-		
Equipment Purchase		2,500.00	2,500.00		
Legal		10,000.00	10,000.00		
5% Payroll		9,500.00	9,500.00		
5% Payroll Taxes		500.00	500.00		
TOTAL CASH EXPENSES	-	689,520.00	679,520.00		
TOTAL IN-KIND EXPENSES		10,000.00	10,000.00		
TOTAL EXPENSES	-	699,520.00	689,520.00		
REVENUE OVER/UNDER EXPENSES	-	186,540.00	(689,520.00)		

BEGINNING CASH BALANCE 7/1/2019

HONEY LAKE VALLEY RESOURCE CONSERVATION DISTRICT (Watermaster Program)

Fiscal Year July 1, 2019 to June 30, 2020

PERIOD = 0

	CURRENT YTD COSTS - ACTUAL	BUDGET FYE 6/30/2020	REMAINING BUDGET	% ACTUAL COST TO BUDGET YTD	% ACTUAL COST TO ANNUAL BUDGET
REVENUE					
40180 Watermaster Fees		170,000.00			
Interest Income		-			
Donations		-			
		-			
TOTAL REVENUE	-	170,000.00	-		
EXPENSES					
66000 Payroll		96,400.00	96,400.00		
Health Benefits		3,600.00	3,600.00		
60420 Payroll Taxes		5,000.00	5,000.00		
67500 Travel		2,000.00	2,000.00		
60240 Office		2,000.00	2,000.00		
60160 Professional Fees, Restricted					
Engineering Services		4,500.00	4,500.00		
Legal/Accounting		37,500.00	37,500.00		
60145 Insurance		2,000.00	2,000.00		
60275 Postage & Delivery		350.00	350.00		
67000 Equipment Maintenance		3,000.00	3,000.00		
62000 Bank Fees		50.00	50.00		
Contingency Fund			-		
Equipment Purchase		2,000.00	2,000.00		
Legal		6,500.00	6,500.00		
5% Payroll		4,820.00	4,820.00		
5% Payroll Taxes		250.00	250.00		
TOTAL CASH EXPENSES	-	169,970.00	169,970.00		
TOTAL EXPENSES	-	169,970.00	169,970.00		
REVENUE OVER/UNDER EXPENSES	-	30.00	(169,970.00)		

BEGINNING CASH BALANCE 7/1/2019

Honey Lake Valley Resource Conservation District Annual Work Plan

For July 1, 2019 – June 30, 2020



Prepared For:

Honey Lake Valley Resource Conservation District Board of Directors
170 Russell Ave., Suite C, Susanville, CA 96130

Prepared By:

Ian Sims, District Manager

February 28, 2019

Introduction

This work plan was developed to provide an annual roadmap for implementation of the existing Honey Lake Valley RCD Strategic Plan, adopted in 2016. The Strategic Plan identifies several Strategic Issues, with corresponding Goals and Strategies, to be dealt with by the District over a five year timeframe. The activities proposed in this work plan relate directly back to the content of the Strategic Plan, with each Issue and Goal identified by number. Each activity represents one of the Strategies from the Strategic Plan that has been converted to an action item. The responsible party, approximate cost and funding source for each activity is identified when possible.

Our mission is to conserve, restore, and sustain local agricultural and natural resources for those who live, work, or visit the service area to foster a viable economy by seeking and coordinating technical, educational, and financial resources.

Strategic Issue 1: Build HLVRCD leadership and organizational capacity.

Goal 1.1: The HLVRCD Board of Directors actively, knowledgeably, and effectively leads the District and its employees in the District’s mission.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source/Grant
Board Diversity	Determine skills desired for a well-rounded Board; Incorporate the desired skills agreed upon into the Board opening announcement;	January	Board Chair	\$0	Volunteer
Board Diversity	Pursue Associate Director’s for the RCD.	January Planning Meeting	Board and Staff	\$0	Volunteer
District Policies	Provide input on creation of or update to District Policies	Ongoing	Policy Committee	\$0	Volunteer, DOC
District Policies	Review and Update CSDA Policy Manual, correct pronouns, and delete/add policies since 2015	7/01/2019	District Manager	\$1,000	DOC
Strategic Thinking	Identify & discuss issues affecting District performance, determine whether action is needed.	Quarterly	Board	\$0	Volunteer
District Visibility	Write & submit “Where I Stand” pieces to the Lassen Times.	Quarterly	Board	\$0	Volunteer
District Visibility	Inform Board of Supervisors on a regular basis.	Bi-Annually	Board Chair or rotating	\$0	Volunteer

			Board member		
Community Outreach	Sponsor, host, speak, or volunteer at 2 conservation events.	11/15/19	Board	\$100	Volunteer, DOC
Community Outreach	Seek cooperative agreement with NRCS	When available	Board/Staff	\$0	Volunteer
Employee Development	Provide annual performance review to District Manager & create individual development plan.	Annually during review	Board Chair w/ Board input	\$0	Volunteer
Employee Development	Mentor employees, look to assist as needed.	Ongoing	Board	\$0	Volunteer
Collaboration	Participate as a member of the Modoc Plateau Regional RCD.	Bi-Annually	Tippin	\$100	Volunteer
Collaboration	Seek & establish at least 1 new partnership	Ongoing	Board	\$0	Volunteer
Collaboration	Secure funding for Lassen Co. Special Weed Action Team (SWAT)	Ongoing	Board	\$0	Volunteer
CARCD support & participation	Review/discuss Vision & Standards document	6/30/20	Board	\$0	Volunteer
CARCD support & participation	As Modoc Plateau Reg'l Chair, participate as CARCD Board member.	Quarterly	Tippin	\$0	Volunteer, CARCD
CARCD support & participation	At least 1 Board Member to attend annual CARCD conference, preferably a 1 st time attendee.	Nov 2019	Board member	\$1000	RCD, DOC
CARCD support & participation	At least 1 Board Member to participate on a CARCD committee	Through 06/30/20	Tippin,	\$0	Volunteer

Goal 1.2: The HLVRCD is comprised of a fully functioning staff with the capacity to increase program development and delivery from 2015 levels.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Training	Working with supervisor, each staff to create an Individual Development Plan to identify needed skills & training to meet/improve position skills.	01/2020	All Staff	\$1,000	RCD, WM

Training	Participate in CSDA's General Manager Leadership Summit	06/2020	Sims	\$1000	RCD, WM, DOC
Program/Project Database	Create an electronic database to track the history of the District's past, current, and future projects, programs, outcomes, and participants.	Ongoing	All Staff	\$1,500	RCD, WM, DOC
District Visibility	Create Annual newsletter.	June - Annually	Staff & Board	\$1,000	RCD, WM, DOC

Goal 1.3: Diverse and sustainable funding exists.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Grant Administration	Continue to research, apply, secure, and manage all grants associate with District goals and objectives.	Ongoing	Board, Staff	Varies	DOC, SWRP, SNC, IRWM, CalRecycle, CDEA

Goal 1.4: The Watermaster services are professionally provided.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Water Decree Implementation	Create GIS database of the Honey Lake Valley water system.	Ongoing	Otto, Sims	\$2,500	WM, DOC
WAC	Participate in WAC quarterly meetings.	Quarterly	Otto	\$2,500	WM
Water Decree Implementation	Develop FY18 Annual Report/Water Usage Report	11/30/2019	Otto, Sims	\$1,000	WM

Strategic Issue 2: Stay Relevant to the Conservation Needs of the Community.

Goal 2.1: The HLVRCD contributes to improved and restored health conditions of forested lands within the District, with a focus on the issues of fuel hazard, insect and disease infestations, invasive weeds, conifer encroachment, tree density, and species composition.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Forest Fuel Hazard Reduction	Provide technical assistance to 1 landowner.	6/30/20	Sims	\$1,000	RCD
Special Weed Action Team	If funding available, provide leadership to SWAT by	Ongoing	Board, Sims	\$2,000	RCD

	scheduling & facilitating meetings.				
Conservation Education	Hold 1 workshop/field trip regarding Forest Health issues.	11/15/2019	Sims	\$1,500	RCD, DOC
Project Development	Develop Forest Health Project and apply for funding to implement	Ongoing	Sims	\$2,500	RCD

Goal 2.2: The HLVRCD contributes to improved water quality and quantity conditions within the District.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Conservation Education	With NRCS Cooperative Agreement, establish irrigation management training and technical assistance program	12/31/19	Sims, Otto	\$3,000	RCD, WM, NRCS
Project Development	Work with LIC water users to develop project and apply for funding to address water quality and quantity issues.	3/31/20	Sims, Otto	\$2,500	RCD, WM, IRWM
Project Development	Work with Baxter Creek water users to develop project and apply for funding to address Deep Cut.	6/30/20	Sims, Otto	\$2,500	RCD, WM, IRWM, NRCS
Project Development	Identify 1 landowner & partners to develop & acquire funding for a stream or meadow restoration project.	6/30/20	Sims, Otto		RCD

Strategic Issue 3: Capture conservation opportunities, as appropriate.

Goal 3.1: The HLVRCD acts on opportunities in the following areas when resources can be effectively used or obtained to assist others (landowner, partner, organization, agency, etc.): agriculture land conversion, climate change, range health, soil health, and wildlife.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Conservation Planning	Assist 2 landowners to develop conservation plans and implement projects	6/30/2020	Sims	\$8,000	NRCS

Buffalo Skedaddle Sage Grouse Working Group	Attend monthly meetings of the Buffalo Skedaddle Sage Grouse Working Group	Monthly	Board	\$0	RCD
Lahontan Basin IRWM RWMG	Participate in quarterly Lahontan Basin IRWM RWMG meetings	Quarterly	Sims, Board	\$2,000	RCD
North Cal-Neva RC&D	Participate in Bi-annual meetings of the RC&D and monthly Executive Board meetings	Bi-Annual	Sims	\$1,000	RCD
Partnership Development & Assistance	Look for opportunities to work with others to jointly develop project proposals, submit grant applications, implement & administer awarded projects in alignment with RCD mission.	As opportunities are presented	Sims	\$1,000	RCD



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February 12, 2019

Ian Sims
 Honey Lake Valley Resource Conservation District
 170 Russell Avenue, Suite C
 Susanville, CA 96130

Client: 001839
 Matter: 000001
 Invoice # 2074900

Page: 1

RE: General Legal Matters

For Legal Services Rendered Through January 31, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
01/31/2019	WPC	GSA status issues and analysis.	0.30	\$290.00	\$87.00
Total Legal Services			0.30		\$87.00

Legal Services Recap

Person	Time	Rate	Amount
WPC William P. Curley III	0.30	\$290.00	\$87.00

Invoice Summary

	<u>Totals</u>
Total Legal Services	\$87.00
Total Current Charges	\$87.00
Previous Balance	\$11,400.14
Current Interest	\$17.82
Less Payments	(\$7,977.78)
Total Due	<u>\$3,527.18</u>

February 12, 2019

Ian Sims
Honey Lake Valley Resource Conservation District
170 Russell Avenue, Suite C
Susanville, CA 96130

Client: 001839
Matter: 000002
Invoice # 2074901

Page: 1

RE: Water Master - Water Matters

For Legal Services Rendered Through January 31, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
01/08/2019	JM	Legal review and analysis of case file for Jay Dow Watermaster appeal.	0.30	\$290.00	\$87.00
01/14/2019	JM	Email I. Sims District Manager pleadings submitted by Jay Dow.	0.10	\$290.00	\$29.00
01/23/2019	JM	Legal review and analysis regarding Jay Dow Dispute; review procedural requirements for opposition pleadings.	0.50	\$290.00	\$145.00
01/24/2019	JM	Develop legal strategy regarding Jay Dow Dispute.	0.50	\$290.00	\$145.00
Total Legal Services			1.40		\$406.00

Legal Services Recap

Person	Time	Rate	Amount
JM Jose Montoya	1.40	\$290.00	\$406.00

Invoice Summary

Total Legal Services \$406.00

Total Current Charges \$406.00

Previous Balance \$10,848.66

Current Interest \$27.79

Less Payments (\$7,018.00)

Total Due \$4,264.45

February 12, 2019

Ian Sims
Honey Lake Valley Resource Conservation District
170 Russell Avenue, Suite C
Susanville, CA 96130

Client: 001839
Matter: 000005
Invoice # 2074902

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RE: Watermaster Decision Appeal

For Legal Services Rendered Through January 31, 2019

Legal Services

Date	Person	Description of Legal Services	Time	Rate	Amount
01/09/2019	MWW	Analyze strategies regarding briefing for appeal of Watermaster decision.	0.10	\$290.00	\$29.00
01/09/2019	VB	Review motion regarding appeal from Watermaster decision; calculate related legal deadlines.	0.10	\$110.00	\$11.00
01/14/2019	WPC	Teleconference with I. Sims regarding J. Dow.	1.00	\$290.00	\$290.00
01/14/2019	WPC	Documents to I. Sims.	0.10	\$290.00	\$29.00
01/14/2019	WPC	Coordination of action with client/update protocols to ensure timely information delivery to I. Sims.	0.40	\$290.00	\$116.00
01/17/2019	WPC	I. Sims file update and general status review.	0.10	\$290.00	\$29.00
01/23/2019	MWW	Analyze strategies regarding briefing on appeal of Watermaster decision.	0.20	\$290.00	\$58.00
01/24/2019	MWW	Analyze facts and strategies for briefing on appeal of Watermaster decision.	0.40	\$290.00	\$116.00
01/28/2019	MWW	Email correspondence with B. Chisum regarding briefing.	0.10	\$290.00	\$29.00
01/29/2019	MWW	Email correspondence with B. Chisum regarding briefing on appeal of Watermaster decision.	0.10	\$290.00	\$29.00
01/31/2019	MWW	Teleconference with B. Chisum regarding briefing on appeal of watermaster decision.	0.20	\$290.00	\$58.00
01/31/2019	MWW	Analyze strategies regarding briefing on appeal of watermaster decision.	0.10	\$290.00	\$29.00
01/31/2019	WPC	Confer with M. Waterman regarding strategy.	0.40	\$290.00	\$116.00
01/31/2019	JM	Legal review and analysis of case file for Jay Dow Watermaster Dispute; develop legal strategy regarding same.	0.70	\$290.00	\$203.00
Total Legal Services			4.00		\$1,142.00

Legal Services Recap

Person		Time	Rate	Amount
WPC	William P. Curley III	2.00	\$290.00	\$580.00
MWW	Mark W. Waterman	1.20	\$290.00	\$348.00
JM	Jose Montoya	0.70	\$290.00	\$203.00
VB	Vanessa Bonite	0.10	\$110.00	\$11.00

Invoice Summary

Totals

Total Legal Services

\$1,142.00

Total Current Charges

\$1,142.00

Total Due

\$1,142.00



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February 12, 2019

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Client: 001839

For Professional Services Rendered Through January 31, 2019

ACCOUNT SUMMARY

Matter	Invoice #	Previous Balance	Current Charges	Less Payments	Total Due
000001	2074900	\$11,400.14	\$104.82	\$7,977.78	\$3,527.18
000002	2074901	\$10,848.66	\$433.79	\$7,018.00	\$4,264.45
000005	2074902	\$0.00	\$1,142.00	\$0.00	\$1,142.00

Total Current Charges	\$1,680.61
Previous Balance	\$22,248.80
<i>Less Payments</i>	<u>(\$14,995.78)</u>
Total due	<u><u>\$8,933.63</u></u>